

# **4 FAH-3 H-830 EMERGENCY EVACUATION FISCAL POLICY**

## **4 FAH-3 H-831 PURPOSE AND APPLICABILITY**

### **4 FAH-3 H-831.1 Purpose**

*(TL:FMP-5; 6-30-95)*

The following provides a Foreign Service post with basic fiscal guidelines to follow in the event of an emergency which may require partial or complete evacuation of a post or host country.

### **4 FAH-3 H-831.2 Applicability**

*(TL:FMP-5; 6-30-95)*

Fiscal operations for country or post emergencies should be planned in advance. In the event of the unanticipated, extreme emergency, common sense and prudent controls are followed. Regulations should guide the actions of financial management personnel to assure that recordkeeping is maintained to the extent possible under emergency conditions.

## **4 FAH-3 H-832 RESPONSIBILITIES OF POST PERSONNEL**

### **4 FAH-3 H-832.1 Instruction and Coordination**

*(TL:FMP-5; 6-30-95)*

Financial management or administrative officers should assure that all personnel assigned to a post are instructed regarding their assigned fiscal duties and responsibilities under emergency evacuation conditions and are aware of emergency evacuation fiscal operating requirements, including the specific emergency evacuation duties assigned to their immediate staffs. All emergency fiscal operations are executed in accordance with the Department's financial management regulations and procedures in this FAM; related procedures in 7 FAM 100 and 7 FAM 1000 ; Chapter 600, Standardized Regulations (Government Civilians, Foreign Areas); and the Emergency and Evacuation Manual. After evacuation has been authorized or ordered, the Financial Management Officer (FMO) is responsible for coordinating emergency evacuation fiscal operations between activities at post and the designated safe haven(s). This includes State, other agencies, and special activities within the country being evacuated.

## **4 FAH-3 H-832.2 Protection of Funds and Accounting Records**

*(TL:FMP-5; 6-30-95)*

a. Financial management personnel must assure the protection and inventory of all official funds, local trust funds, related accounting records, and supporting transaction documents held at the post. This may include cash on hand, negotiable instruments, blank check forms, funds on deposit in local banks, and related accounting records and documents.

b. The FMO ascertains as soon as possible the amount of official funds held by the USDO, post Class B, alternate and subcashier(s), and other agency cashiers that might be used for emergency evacuation expenses. The FMO instructs the USDO with funds on deposit in local banks, including cashier checking account, to withdraw the funds immediately, if deemed necessary. The FMO also issues instructions to all budget and fiscal personnel regarding the use of official funds held for emergency evacuation purposes, and whether accommodation exchange transactions should be continued during the emergency.

c. If deemed necessary for emergency purposes, the chairperson of the post's emergency action committee, or their designee, may direct that all official and local trust funds along with related accounting records and supporting transaction documents held by post cashiers, including cashiers of other agencies, be turned over to a designated U.S. employee. Such transfers of accountability are accomplished by means of a receipt for the items transferred, prepared in quadruplicate, time permitting. For class B cashiers, this receipt should be a transfer of accountability (Form OF-205, Statement of Operating Cash Advance and Replenishment Voucher) as prescribed in 4 FAM 300 :

- (1) The original is sent to the Department (Attention: FMP/FO);
- (2) One copy is given to the person surrendering the funds;
- (3) One copy is sent to the USDO responsible for the cashier advance(s); and
- (4) One copy is retained by the employee accepting responsibility for the funds, records, and documents.

d. Proper transfer of accountability can be time consuming and emergency situations may prohibit a proper and full reconciliation of official cashier advances. In this case, the individual accepting accountability must include a list of funds, records, and documents received.

e. If necessary, the chairperson of the emergency action committee, or their designee, may authorize the use of emergency expenses of any official funds held at a post being evacuated. The person who has accepted responsibility for official funds must maintain proper documentation to account for all funds dispensed under authority of the emergency action committee.

f. As soon as possible after the emergency evacuation of the post has begun, the FMO advises the Department, USDO, and CDO, and Treasury, of the disposition being made of all official funds, accounting records, and documents. This notification will be accomplished by telegram with action to the USDO and FMP/FO with a request for FMP/FO to pass the telegram to the CDO, and Treasury. A similar statement regarding the disposition of funds, records, and documents, is made after the emergency.

g. In the event of a complete evacuation of the host country, the person who has accepted responsibility for official funds carries the official funds and supporting documentation to the safe haven post. The accounts are kept open while at the safe haven post until all transactions affecting the USDO's accountability have been consummated and/or the USDO receives instructions from the Department to submit a final accounting.

h. If necessary, a manual record of transactions will be kept by the person having responsibility for the official funds until such transactions are submitted by telegram to FMP/F/FMS.

## **4 FAH-3 H-833 EVACUATING POST FINANCIAL MANAGEMENT OPERATIONS**

### **4 FAH-3 H-833.1 Appropriations and/or Funds Chargeable for Emergency Evacuation Expenses**

#### **4 FAH-3 H-833.1-1 Emergency Fund Requests to the Department**

*(TL:FMP-5; 6-30-95)*

The FMO consults with responsible officers regarding emergency evacuation funding requirements as the emergency develops and assists in the preparation of the request for funds.

## **4 FAH-3 H-833.1-2 Department of State Post Emergency Evacuation Expenses**

*(TL:FMP-5; 6-30-95)*

Unless specifically directed by the Department, all post emergency evacuation expenses are chargeable to appropriation 19X0522, Emergencies in the Diplomatic and Consular Service. The authority to charge this appropriation and the necessary fund citation will be provided by the Department (FMP) upon receipt of a request. Charges against these fund authorizations are processed without establishment of formal obligation documents and are vouchered in accordance with prescribed procedures, time permitting. All emergency evacuation vouchers and receipts for payments and advances are batched separately and transmitted in accordance with 4 FAM 300 .

## **4 FAH-3 H-833.1-3 Emergency Evacuation Expenditures for Other Agencies**

*(TL:FMP-5; 6-30-95)*

In most cases, emergency expenses for non-State employees are charged to fund citations provided by the Department. If fund citations for other agencies are not provided, emergency expenses should be charged to the State Department S&E appropriation. Authorized procedures for efficient, orderly, and equitable payment of compensation, post differential, and allowances in the event of an emergency evacuation of employees and/or their dependents and those agencies having adopted regulations approved by the Department are contained in Chapter 600 of the Standardized Regulations. Emergency expenditures for other agencies are clearly identified as expenses to be reimbursed by the benefitting agency in each case.

## **4 FAH-3 H-833.2 Payment of Emergency Evacuation Expenses for State and Serviced Agency Employees, Dependents, and Third Country Nationals**

### **4 FAH-3 H-833.2-1 Payment of Advances**

*(TL:FMP-5; 6-30-95)*

Regulations for payment of advances during evacuation are prescribed for all participating agencies in Chapter 600 of the Standardized Regulations, and procedures for foreign affairs agencies are prescribed in the Emergency and Evacuation Manual. Cash advances for emergency evacuation expenses

may be paid to dependents or to other designated employee representatives and to other authorized evacuees. The person receiving an advance payment will sign for such receipt on Form SF-1165, Receipt for Cash-Subvoucher, which is used in accounting for the payments.

#### **4 FAH-3 H-833.2-2 Group Evacuation Expenses**

*(TL:FMP-5; 6-30-95)*

When group evacuation takes place, cash may be advanced to the designated group leader for payment of evacuation expenses of the group as a unit, if deemed necessary. The group leader should be given a pad of Forms SF-1165 for use in accounting for payments made when receipted bills cannot be obtained from vendors. Upon arrival at the safe haven, the pad of stubs and unused cash should be turned over to the USDO, post cashier, or FMO for entry into OFMS. Such records and receipts will be retained by the official entering the transactions.

#### **4 FAH-3 H-833.2-3 Forwarding Pay and Allowance Data**

*(TL:FMP-5; 6-30-95)*

Current pay and allowance data should be furnished to the safe haven post(s) or to the fiscal-servicing post. These data may be transmitted by each evacuee themselves or by other safe means.

#### **4 FAH-3 H-833.2-4 Powers of Attorney**

*(TL:FMP-5; 6-30-95)*

When dependents are evacuated to the safe haven post(s) and the employee remains at their duty post, the employee should be advised to execute a power of attorney for their spouse, other responsible dependent, or other person acting on their behalf to cash their checks.

#### **4 FAH-3 H-833.3 Expenses of Private U.S. Citizens**

*(TL:FMP-5; 6-30-95)*

To provide evacuation expenses to a safe haven, posts may make loans to individual U.S. citizens who execute a promissory note, approved by a consular officer, without execution of the formal application (see either 7 FAM 356.2 or 7 FAM 382 for format). These notes must show the U.S. address, social security number, date and place of birth, in addition to passport number. When such persons are to be evacuated in a group and time is limited, verbal agreement to repay their pro rata share of the group evacuation expenses is

requested from each individual, with the understanding that they will be expected to sign a promissory note for the amount to be repaid for themselves and their dependents, if any, after arrival at the safe haven post. Executed promissory notes are forwarded to FMP/F/DFS for recording and collection.

#### **4 FAH-3 H-833.4 Representation of U.S. Interests by Third Powers**

*(TL:FMP-5; 6-30-95)*

When severance of diplomatic and consular relations with a foreign country occurs, protection of U.S. interests are usually transferred to a third neutral but friendly power. Consular relations may not be severed and U.S. consular section may continue to operate under the embassy of the protecting power. Procedures for such transfers of U.S. interests are prescribed in 7 FAM 1000 .

#### **4 FAH-3 H-834 SAFE HAVEN POST FINANCIAL MANAGEMENT OPERATIONS FOR EVACUEES**

##### **4 FAH-3 H-834.1 Rates of Employee Pay, Allowances, and Post Differential Payable During Evacuation**

*(TL:FMP-5; 6-30-95)*

Authorized advance payments of salary and/or special allowances and post differentials, which are not terminated in accordance with Chapter 600 of the Standardized Regulations and the Emergency Evacuation Manual, may be made to civilian employees of participating agencies who are U.S. citizens, or U.S. nationals (natives of U.S. territories or possessions), or third-country nationals who are employees of the U.S. Government and not citizens or nationals of the country to which they have been evacuated.

##### **4 FAH-3 H-834.2 Payments of Salaries, Allowances, and Post Differential to State and Serviced Agency Employees and/or Dependents After Arrival at Safe haven Post(s)**

#### **4 FAH-3 H-834.2-1 Washington D.C. as Designated Safe Haven**

*(TL:FMP-5; 6-30-95)*

The executive director for each bureau or serviced agency has the responsibility to perform those tasks required to process each employee evacuee's Time and Attendance Report (Form OF-1135), via telegram from the post and or servicing FSC.

#### **4 FAH-3 H-834.2-2 Fiscal-Servicing Posts with USDOs**

*(TL:FMP-5; 6-30-95)*

a. When specifically authorized by the Department for payment of salaries, allowances, and post differential of the safe haven post to State employees and/or dependent evacuees during their stay at a safe haven post these costs may be charged to the S&E appropriation, American Salary allotment, and to the evacuated post's Program and Shared operating allowances, as applicable. Salary, allowance, and post differential payments for other agencies are charged to their funds. Such payments may be made upon receipt of the necessary current pay and allowance data presented by the evacuee(s), or received by other means from the FMO of the evacuated post (along with the employee's pay card and leave record).

b. When dependents only have been evacuated, the administrative officer for the safe haven post should approve payments. The safe haven post budget and fiscal unit processes authorized payments to the evacuees, augmenting the unit with evacuee personnel, if necessary and possible. When both employees and dependents have been evacuated to the designated safe haven post(s), including the USDO or a Class B cashier, a temporary budget and fiscal unit may be set up for processing evacuee transactions, pending their return to the evacuated post or reassignment of the employees to new duty stations. If the USDO only is evacuated, the FMO of the safe haven post certifies authorized payments to the evacuees. See 4 FAH-3 H-833 for maintaining and forwarding records.

#### **4 FAH-3 H-834.2-3 Countries Serviced by a FMC or RAMC USDO**

*(TL:FMP-5; 6-30-95)*

When dependents and/or employees are evacuated to a safe haven post(s) from a country serviced by an FSC, the FMO furnishes the USDO with the names of all employees and/or their dependents and the safe haven post(s) to which they have been evacuated, including the date of their arrival.

The USDO assures that arrangements for payrolling of the evacuees continues without a break.

**4 FAH-3 H-835 THROUGH H-839 UNASSIGNED**